



City of Round Rock
221E Main St
Round Rock, TX 78664
Phone: 512-218-5460
Fax: 512-218-5463

AUTOMATIC DRAFT AUTHORIZATION FOR CUSTOMERS TO SIGN UP OR CHANGE AUTO DRAFT ON UTILITY ACCOUNTS

Please Print and Sign
UTILITY ACCOUNT INFORMATION

NAME _____
SERVICE _____
ADDRESS _____
MAILING _____
ADDRESS _____
(IF DIFFERENT) _____
EMAIL _____
ADDRESS _____

UTILITY
ACCOUNT# _____
PHONE# _____
PHONE# _____
SS# _____
REQUEST EBILL ☐ YES ☐ NO

YOU CAN HELP THOSE IN NEED PAY FOR ESSENTIAL WATER SERVICES BY DONATING TO THE FRIENDLY ROCK PROGRAM. SIMPLY CHECK THE BOX AND THIS AMOUNT WILL BE ADDED TO YOUR BILL.

☐ YES I WOULD LIKE TO PLEDGE TO THE FRIENDLY ROCK PROGRAM EACH MONTH

☐ \$1 ☐ \$5 ☐ \$ _____

OPTION 1: AUTOMATIC DRAFT FROM VISA OR MASTERCARD

Complete this section if drafting from credit card

CARD TYPE: ☐ VISA

☐ M/C

CARD NUMBER _____ EXPIRATION DATE _____
NAME AS IT _____ CREDIT CARD
APPEARS ON CARD _____ BILLING ZIP CODE _____

CREDIT CARD CVV (3 DIGIT NUMBER ON THE BACK OF CARD) _____

OPTION 2: AUTOMATIC DRAFT FROM CHECKING OR SAVINGS

Complete this section if drafting from checking or savings account.

A voided check is required for drafts from checking or savings accounts

CHECKING ☐

SAVINGS ☐

BANK NAME _____ BANK ACCOUNT # _____
NAME ON _____
BANK ACCOUNT _____ BANK ROUTING # _____

I AUTHORIZE THE CITY OF ROUND ROCK TO DRAFT THE ACCOUNT INDICATED ABOVE TO PAY MY MONTHLY UTILITY BILL. I UNDERSTAND THAT MY BANK OR CREDIT CARD ACCOUNT MAY BE DRAFTED FOR THE TOTAL AMOUNT DUE, ONE TO THREE BUSINESS DAYS BEFORE THE DUE DATE. *Initial* _____

I WILL CONTINUE TO MAKE PAYMENTS AS USUAL UNTIL MY BILL STATES "PAID BY DRAFT". FAILURE TO DO SO COULD RESULT IN LATE FEES. *Initial* _____

THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL THE CITY OF ROUND ROCK HAS RECEIVED WRITTEN NOTIFICATION OF ITS TERMINATION. THIS BANK OR CREDIT CARD DRAFT WILL BE TERMINATED UPON RECEIPT OF NOTIFICATION FOR INSUFFICIENT FUNDS OR IF DECLINED OR RETURNED FOR ANY REASON. *Initial* _____

SIGNATURE _____ DATE _____

-----OFFICE USE ONLY-----

ENTERED BY _____ DATE _____ VERIFIED BY _____ DATE _____